

TO: Thomas Frutchey, City Manager

FROM: Meg Williamson, Assistant City Manager

SUBJECT: Technical Supervisor I/II Job Classification

DATE: February 12, 2016

NEEDS: For the City Council to consider revisions to the Technical Supervisor I/II employee job classification.

- FACTS:
1. The City organizes and deploys employee resources in accordance with work demands and categorizes the resulting work assignments in a manner consistent with a Job Classification system.
 2. In March 2014, the City Council made revisions to certain job classifications, including the Technical Supervisor I/II classification, to more properly align designated work qualifications / skill set / education / licensure & working titles with the prescribed needs of the organization.
 3. The Technical Supervisor II classification "tier" was added in 2014 to the already existing Technical Supervisor I classification. The new added tier was reflective of the anticipated opening and operational needs of the expanded Wastewater Treatment Facility and new Water Treatment Facility.
 4. The Technical Supervisor II classification is associated with the working job title of Wastewater Chief Plant Operator and Water Chief Plant Operator.
 5. The City is currently in the design phase of Tertiary Treatment of the Wastewater Treatment facility which will require our Treatment Operator to possess a Level IV certificate.
 6. The current Technical Supervisor II Job Classification states that, "The Wastewater Supervisor must possess the appropriate level of certification to serve as Wastewater Supervisor. Currently this position requires a Wastewater Treatment Operator III certification."
 7. The City is able to set licensure/certification standards at a higher level than State requirements. The Public Works Director has already identified the need for the Wastewater Chief Plant Operator to possess a Level IV certification now.
 8. The City engaged in a "meet and confer" process with representatives of the SEIU Local 620. Representatives have acknowledged that the City has met the requirement to meet and confer.

ANALYSIS &

CONCLUSION: The proposed revisions to the City's job classification system will properly align designated work qualifications / skill set / education / licensure & working titles

with the current prescribed work needs of the organization, and the current and future needs of the wastewater treatment plant.

POLICY

REFERENCE: City of Paso Robles Personnel Rules and Regulations; Reclassification Policy; 2006 Classification and Compensation Study; 2014 Technical Supervisor I/II Classification.

FISCAL

IMPACT: There are no fiscal impacts identified with the classification revision.

OPTIONS:

- a. Approve the revisions to the Technical Supervisor I/II Job Classification.
- b. Amend, modify, or revise the above option.
- c. Take no action.

Attachment:

1. Technical Supervisor I/II - Red line changes shown.

Deleted:

Deleted: March 2014

Deleted: November

TECHNICAL SUPERVISOR I/II**DEFINITION**

Under general supervision, directs the daily activities of a Public Works utilities division through appropriate delegation, technical skills, training and/or work supervision; provides administrative, skilled, and technical expertise and performs a variety of support tasks involving the operation, enforcement, maintenance, customer service and problem resolution of City-wide water and wastewater systems and functions; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

This classification receives direct or general supervision from the Water Resources Manager or Wastewater Resources Manager within a framework of legal requirements, policies and established standards protocols and processes, with independence of action to meet changing operational conditions. Provides direct supervision to various levels of plant operation, field maintenance, and technical staff.

CLASS CHARACTERISTICS

Class oversees day-to-day operations related to water and wastewater treatment, water distribution and wastewater collection systems. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as specific technical knowledge of federal, state and local water quality, biosolids and air quality regulations, as well as departmental and City activities. The work also requires the interpretation and application of policies, procedures and regulations and involves frequent contact with the public.

Technical Supervisor I is the entry-level supervisory class in the series and is characterized by the handling of a reduced variety and complexity of assignments and requires a lower level of professional certification.

Technical Supervisor II is the advanced level supervisory class in the series and is characterized by the higher level of responsibility, professional certification and experience necessary to be a Chief Plant Operator. Incumbent handles a higher range of assignment variety and complexity and displays increasing professional/technical knowledge and skills.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Plans, oversees and evaluates the operation and maintenance of the City's potable water treatment plant, wells and off-site potable water storage facilities.
- Plans, oversees and evaluates the operation and maintenance of the City's wastewater treatment plant, lift stations, and collection systems.
- Provides factual information, guidance, or problem resolution regarding City and departmental activities and functions that may require the interpretation and explanation of policies, rules, procedures and ordinances to staff or external organizations, agencies and businesses related to area of assignment.
- Researches and resolves difficult service problems which include internal and external issues, applying rules, laws, ordinances, regulations, policies and procedures and appropriate judgment to meet service needs.

- Confers with department representatives, other agencies and employees regarding administration and interpretation of department policies and procedures.
- Assists with the development of performance standards, operating procedures, and reporting systems.
- Ensures that the administrative and technical functions and daily operations of the department/division are effectively carried out.
- Compiles budget estimate information for staffing, supply, and equipment requirements for a work unit; monitors budget and expenditures for compliance with department goals and policies.
- Prepares a variety of special technical reports and studies.
- Informs management of departmental issues including present and potential work problems and suggestions for new or improved way of addressing such problems.
- Organizes and maintains various administrative, confidential, reference and follow-up files, records and databases; purges as required.
- Receives visitors and telephone calls; responds to written and verbal requests from a variety of agencies and organizations, City staff, and the public.
- Performs project research; may prepare and reconcile technical reports and documents; and performs other technical work related to water and wastewater activities.
- Conducts field inspections to evaluate compliance with City ordinances, State and federal laws, and other requirements, including suggestions for correcting non-compliance.
- Monitors changes in laws, regulations and technology that may affect division operations; implements changes to policies and procedures after approval.
- Attends meetings, conferences, workshops and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Provides input regarding long term performance goals associated with water and wastewater activities.
- Performs other duties as assigned.

Examples of duties when performing the supervisory function include, but are not limited to:

- Screens and assigns workload; plans, prioritizes and assigns tasks and projects; counsels, trains and coaches staff, assists in developing performance standards; monitors work, develops staff skills and evaluates performance; identifies training needs and provides training for staff.

QUALIFICATIONS

Knowledge of:

- Basic organization and function of public agencies, including the role of an elected City Council.
- Federal, state, and City codes, regulations, policies, agreements, technical processes and procedures related to City and its public utilities.
- Operation, cleaning and maintenance of water and/or wastewater treatment plants and related equipment.
- The operation and maintenance of piping systems, including hydraulics, telemetry, valves and related equipment.
- Supervisory principles and practices, including work planning, assignment, review and evaluation.
- Applicable laws, rules and regulations.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing, techniques for preparing informational materials and the standard format for reports, correspondence and other written materials.
- English usage, spelling, grammar and punctuation.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.

- Business arithmetic and basic statistical techniques.
- Occupational safety and health rules and regulations including safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and City staff, in person and over the telephone

Skill in:

- Providing varied and responsible work requiring the use of independent judgment, tact and discretion.
- Interpreting, applying, explaining, and implementing policies, procedures, and technical processes.
- Leadership, coordinating staff, and delegating tasks.
- Trouble shooting maintenance problems and determining materials and supplies required for repair.
- Reading and interpreting construction drawings and specifications.
- Conducting standard chemical and physical tests of water, wastewater and related materials.
- Collecting, compiling, analyzing and summarizing varied information, proposing and considering alternatives and reaching sound conclusions.
- Effectively representing the department and the City in meetings with community groups and various business, professional, educational, regulatory and legislative organizations.
- Using English to communicate effectively both verbally and in writing
- Compiling information from varied sources and preparing accurate records and reports.
- Composing correspondence, informational materials and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, initiating processes, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Establishing and maintaining a records management system.
- Taking a proactive approach to customer services issues.
- The use of standard computer software including word processors, spreadsheets, and databases.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Deleted: English to

Deleted: system..

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Technical Supervisor I:

Equivalent to graduation from high school and four years of skilled operations and/or maintenance experience of facilities and/or equipment.

Technical Supervisor II:

Equivalent to four years' experience as a Technical Supervisor I and two years of increasingly responsible experience in a related field; including two years in a supervisory or lead capacity. Equivalent to an Associate's Degree from an accredited college, university or trade school in a field related to the work assigned is desired.

Supplemental education in supervisory or business coursework along with experience in dealing with the public, working in a public agency setting and in working in an organization that will have provided a knowledge of the departmental function to which assigned is desirable.

Licenses and Certifications:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Wastewater Supervisor: Must possess a Wastewater Treatment Operator III certification.

Deleted: the appropriate level of certification to serve as Wastewater Supervisor. Currently, this position requires

Water Supervisor: Must possess a Water Treatment Certification II and Distribution Certification IV.

Deleted: the appropriate level of certification to serve as Water Operation Supervisor. Currently, this position requires

Wastewater Chief Plant Operator: Must possess a Wastewater Treatment Operator IV certification.

Water Chief Plant Operator: Must possess a Water Treatment Certification III and a Distribution Certification IV.

Deleted: valid operator certificate at a grade level necessary to serve as Chief Plant Operator of the Paso Robles Wastewater Treatment Plant, in accordance with the State of California's wastewater treatment plant classification and operator certification regulations (currently Grade III, anticipated to be Grade IV in October 2015)

Physical Demands:

Must possess strength, stamina and mobility to work in a water treatment plant, wastewater facility and/or field and office settings and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and a two-way radio. Must possess mobility to work in a standard shop setting and use power and hand tools and equipment; mobility to inspect various field sites; physical stamina to perform maintenance repair work, work on uneven terrain, and lift and carry equipment and materials weighing up to 100 pounds.

Deleted: the appropriate level of certification to serve as Chief Plant Operator. Currently, this position requires

Deleted: two way

Other requirements:

Attendance at off-hours meetings and response to off-hours emergencies may be required. May be exposed to inclement weather conditions, fumes, odors, dust, and potentially toxic chemicals and conditions.

Typical Working Titles included in this classification:

Technical Supervisor I:

Wastewater Supervisor
Water Supervisor

Technical Supervisor II:

Water Chief Plant Operator
Wastewater Chief Plant Operator

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.